

Disgrifiad Swydd

Teitl y Swydd: Prentis Gweinyddwr Systemau

Graddfa Gyflog: Prentis 3, Pwynt Cyflog 5.

Lleoliad Gwaith: Canolfan Rheidol, Aberystwyth

Prif Ddiben y Swydd:

Cynorthwyo'r tîm Systemau AD gyda gweinyddu, cynnal a datblygu prif System Gwybodaeth AD a Chyflogres y Cyngor (HRIS), gan gynnwys ffurfweddu a chynnal y system, cyfrannu at gofnodi a diagnosis materion, cefnogi a hyfforddi defnyddwyr, a datblygu a chynnal adroddiadau.

Prif Dasgau a Chyfrifoldebau:

- Cefnogi gwaith cynnal parhaus yr HRIS, gan gynnwys diweddaru cofnodion, cynnal gwiriadau system a chyflawni gweithgareddau cadw tŷ arferol.
- Cynorthwyo gyda sefydlu, ffurfweddu a chynnal swyddogaethau'r HRIS, mynediad defnyddwyr a chaniatâd.
- Cynorthwyo gyda chofnodi ac olrhain ymholiadau a digwyddiadau HRIS, gan sicrhau bod materion yn cael eu cofnodi'n gywir a'u symud ymlaen mewn modd amserol.
- Cefnogi diagnosis materion HRIS, gan weithio gyda chydweithwyr i nodi achosion ac atebion priodol.
- Darparu cymorth llinell gyntaf i ddefnyddwyr HRIS, gan uwchgyfeirio materion pan fo angen.
- Cynorthwyo gyda mewnbynnu data, dilysu a gwiriadau ansawdd data, gan sicrhau cywirdeb a chyfanrwydd cofnodion AD.
- Cefnogi profi diweddariadau, cywiriadau a gwelliannau HRIS cyn eu gweithredu.
- Cynorthwyo i greu a chynnal canllawiau defnyddwyr, deunyddiau cymorth a chynnwys sylfaen wybodaeth.
- Cynorthwyo i ddatblygu, cynnal a gwella adroddiadau HRIS.
- Cydymffurfio â gofynion diogelu data, cyfrinachedd a llywodraethu gwybodaeth bob amser wrth drin data gweithwyr a mynediad at systemau.
- Darparu safon uchel o wasanaeth i gwsmeriaid, gan sicrhau dull sy'n canolbwyntio ar y cwsmer ym mhob gweithgaredd o ddydd i ddydd.
- Ymgymryd yn weithredol â Phrentisiaeth Technegydd Seilwaith TG Lefel 3 a'i chwblhau'n llwyddiannus, gan gymhwyso'r dysgu yn y gweithle a datblygu'r wybodaeth, y sgiliau a'r ymddygiadau sydd eu hangen ar gyfer gyrfa mewn gweinyddu systemau AD.

Gwiriad y Gwasanaeth Datgelu a Gwahardd: Ddim yn berthnasol
Cofrestriad / Aelodaeth Broffesiynol Hanfodol: Ddim yn berthnasol

Cyfeirnod Gwerthuso Swydd (Defnydd AD): JD1922

Manyleb Person

Gofynion Hanfodol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol

Hanfodol:

- 4 TGAU gan gynnwys Mathemateg a Chymraeg neu Saesneg ar Radd C neu uwch

Sylwer:

Mae cymhwysedd ar gyfer prentisiaeth yn amodol ar feini prawf y darparwr hyfforddiant. Efallai na fydd ymgeiswyr sydd eisoes â chymhwyster lefel uwch (e.e. HNC, HND, Gradd neu debyg) mewn pwnc sy'n ymwneud â TG yn gymwys i ymgymryd â'r brentisiaeth hon.

Profiad hanfodol (nodwch y nifer lleiaf o flynyddoedd o brofiad sy'n ofynnol):

- Profiad o ddefnyddio systemau TG neu offer digidol, e.e. Microsoft Office neu debyg
- Profiad o weithio fel rhan o dîm, a all gynnwys addysg, gwaith prosiect neu brofiad gwirfoddol

Sgiliau ymarferol/personol hanfodol:

- Sgiliau TG da gyda'r gallu a'r parodrwydd i ddysgu systemau newydd
- Y gallu i weithio'n gywir a rhoi sylw i fanylion, yn enwedig wrth drin data
- Y gallu i ddilyn prosesau a chyfarwyddiadau a chyflawni tasgau'n ddibynadwy
- Y gallu i nodi materion neu wallau sylfaenol a cheisio cymorth priodol
- Sgiliau trefnu da, gyda'r gallu i reoli a blaenoriaethu tasgau
- Y gallu i weithio'n gwrtais ac yn effeithiol gyda chwsmeriaid, deall eu hanghenion a darparu cymorth clir a defnyddiol
- Sgiliau cyfathrebu da, gyda'r hyder i ofyn cwestiynau ac egluro gwybodaeth yn glir
- Y gallu i weithio'n effeithiol fel rhan o dîm
- Agwedd broffesiynol, ddibynadwy a chyfrifol at waith
- Dealltwriaeth o bwysigrwydd cyfrinachedd a thrin gwybodaeth sensitif yn briodol
- Ymwybyddiaeth o egwyddorion diogelu data a llywodraethu gwybodaeth

Sgiliau iaith Saesneg:

Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.

Gwrando a Siarad

- **Lefel 3:** Yn gallu deall a chymryd rhan yn y rhan fwyaf o sgysiau anhechnegol o ddydd i ddydd yn y swyddfa. Yn gallu cynghori'r cyhoedd ar faterion cyffredinol o fewn ei faes gwaith, ond rhaid troi at yr iaith ddewisol ar gyfer termau technegol neu arbenigol. Yn gallu cyfrannu at gyfarfodydd neu

gyflwyniadau o fewn ei faes gwaith, ond rhaid troi at yr iaith ddewisol ar gyfer termau technegol neu arbenigol.

Sgiliau Darllen

- **Lefel 3:** Yn gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ystod ei waith.

Sgiliau Ysgrifennu

- **Lefel 3:** Yn gallu ysgrifennu negeseuon anffurfiol ac adroddiadau at ddefnydd mewnol.

Gofynion Dymunol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol

Dymunol:

- TGAU neu gymhwyster cyfatebol mewn TG, Cyfrifiadura neu bwnc cysylltiedig

Profiad dymunol:

- Profiad o ddefnyddio taenlenni, e.e. Excel, i fewnbynnu neu reoli data
- Profiad o weithio gyda systemau neu gronfeydd data
- Profiad o ddatrys ymholiadau TG neu systemau sylfaenol
- Profiad o gynhyrchu neu gyfrannu at adroddiadau
- Profiad o weithio gyda chwsmeriaid neu ddarparu cymorth i eraill

Sgiliau ymarferol/personol dymunol:

- Diddordeb mewn AD, Cyflogres neu ddadansoddi data
- Hyder i ddefnyddio amrywiaeth o offer digidol a dysgu technolegau newydd
- Y gallu i ddehongli gwybodaeth neu ddata a nodi tueddiadau neu faterion syml
- Ymwybyddiaeth o sut mae systemau digidol yn cefnogi prosesau busnes

Sgiliau Iaith Gymraeg:

Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad.

Gwranddo a Siarad

- **Lefel 3:** Yn gallu deall a chymryd rhan yn y rhan fwyaf o sgysrsiau anhechnegol o ddydd i ddydd yn y swyddfa. Yn gallu cynghori'r cyhoedd ar faterion cyffredinol o fewn ei faes gwaith, ond rhaid troi at yr iaith ddewisol ar gyfer termau technegol neu arbenigol. Yn gallu cyfrannu at gyfarfodydd neu gyflwyniadau o fewn ei faes gwaith, ond rhaid troi at yr iaith ddewisol ar gyfer termau technegol neu arbenigol.

Sgiliau Darllen

- **Lefel 3:** Yn gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ystod ei waith.

Sgiliau Ysgrifennu

- **Lefel 3:** Yn gallu ysgrifennu negeseuon anffurfiol ac adroddiadau at ddefnydd mewnol.

Job Description

Job Title: Systems Administrator Apprentice

Pay Grade: Apprentice 3, SCP 5.

Base: Canolfan Rheidol, Aberystwyth

Main Purpose of the Job:

To assist the HR Systems team with the administration, maintenance and development of the Council's core HR and Payroll information System (HRIS), including system configuration and maintenance, contributing to the logging and diagnosis of issues, user support and training, and the development and maintenance of reports.

Key Tasks & Responsibilities:

- Support the ongoing maintenance of the HRIS, including updating records, carrying out system checks and undertaking routine housekeeping activities.
- Assist with the setup, configuration and ongoing maintenance of HRIS functionality, user access and permissions.
- Assist with the logging and tracking of HRIS queries and incidents, ensuring issues are recorded accurately and progressed in a timely manner.
- Support the diagnosis of HRIS issues, working with colleagues to identify causes and appropriate solutions .
- Provide first line support to HRIS users, escalating issues where required.
- Assisting with data input, validation and data quality checks, ensuring the accuracy and integrity of HR records.
- Support the testing of HRIS updates, fixes and enhancements prior to implementation
- Assist in the creation and maintenance of user guidance, support materials and knowledge base content.
- Assist in the development, maintenance and improvement of HRIS reports.
- Comply with data protection, confidentiality and information governance requirements at all times when handling employee data and system access.
- Provide a high standard of customer service, ensuring a customer-focused approach in all day-to-day activities.
- Actively undertake and successfully complete the IT Infrastructure Technician Level 3 Apprenticeship, applying learning in the workplace and developing the knowledge, skills and behaviours required for a career in HR systems administration.

Disclosure & Barring Service Check: Not Applicable

Essential Professional Registration / Membership: Not Applicable

Job Evaluation Reference (HR Use): JD1922

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

- 4 GCSEs including Maths and Welsh or English at Grade C or above

Please note:

Apprenticeship eligibility is subject to the training provider's criteria. Applicants who already hold a higher-level qualification (e.g HNC, HND, Degree or similar) in an IT related subject may not be eligible to undertake this apprenticeship.

Essential experience (Please provide minimum number of years' experience required):

- Experience of using IT systems or digital tools (e.g. Microsoft Office or similar)
- Experience of working as part of a team (this may include education, project work or voluntary experience)

Essential practical/personal skills:

- Good IT skills with the ability and willingness to learn new systems
- Ability to work accurately and pay attention to detail, particularly when handling data
- Ability to follow processes and instructions and carry out tasks reliably
- Ability to identify basic issues or errors and seek appropriate support
- Good organisational skills, with the ability to manage and prioritise tasks
- Ability to work courteously and effectively with customers, understanding their needs and providing clear and helpful support
- Good communication skills, with the confidence to ask questions and explain information clearly
- Ability to work effectively as part of a team
- Professional, reliable and responsible approach to work
- Understanding of the importance of confidentiality and handling sensitive information appropriately
- Awareness of data protection and information governance principles

English Language Skills:

You must possess the following linguistic skills when you start the position.

Listening & Speaking

- **Level 3:** Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to preferred language for technical or specialist terms.

Reading Skills

- **Level 3:** Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work.

Writing Skills

- **Level 3:** Can write informal messages and reports for internal use.

Desirable Requirements

Desirable Academic / Professional / Technical / Vocational Qualifications:

- GCSE or equivalent qualification in IT, Computing or a related subject

Desirable experience:

- Experience of using spreadsheets (e.g. Excel) to input or manage data
- Experience of working with systems or databases
- Experience of resolving basic IT or system-related queries
- Experience of producing or contributing to reports
- Experience of working with customers or providing support to others

Desirable practical/personal skills:

- Interest in HR, Payroll or data analysis
- Confidence in using a range of digital tools and learning new technologies
- Ability to interpret information or data and identify simple trends or issues
- Awareness of how digital systems support business processes

Welsh Language Skills:

The following linguistic skills will be required within 2 years of appointment.

Listening & Speaking

- **Level 3:** Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to preferred language for technical or specialist terms.

Reading Skills

- **Level 3:** Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work.

Writing Skills

- **Level 3:** Can write informal messages and reports for internal use.